



EUROPASKOLEN - EUROPÄISCHE SCHULE - ΕΥΡΩΠΑΙΚΟ ΣΧΟΛΕΙΟ
 EUROPEAN SCHOOL - ESCUELA EUROPEA - ECOLE EUROPEENNE
 SCUOLA EUROPEA EUROPESE SCHOOL
 ESCOLA EUROPEIA - EUROOPPA-KOULU - EUROPASKOLAN

AGREEMENT FOR A WORK-EXPERIENCE PLACEMENT

Between the **undersigned**:

The Company			
Address:			
	Tel:	Fax:	
Field of activity:			
Represented by Mrs./Mr.			Position:
		e-mail :	

Mr. Maurice VAN DAAL
 Director of the school:

Ecole Européenne Luxembourg II
6, rue Gaston Thorn
L-8268 Bertrange
 Tel: +352 273 224 1

Ms./Mr.			
Address:			
Tel / Fax:			Mobile
Date of birth:		e-mail	

Student at the above-mentioned school

In class of the Secondary cycle.

(If a minor) the student is represented by **(name and address of the adult responsible)**

Name, surname and e-mail address of the tutor-teacher

It is agreed as follows:

Article 1

The Company will provide a work-experience placement for the above student, currently enrolled at the European School Luxembourg II.

Article 2

The Company will take into consideration the educational needs of the student when assigning tasks to him/her.

The Company accepts that in its relationship with the student it stands in loco parentis (that is, it has a duty of reasonable care) for the duration of the placement.

Article 3

The placement will last from **Monday** to **Friday** **inclusive**.

Normal working hours begin at and end at

Article 4

The placement supervisor (i.e. contact person) within the Company is:

Mrs./Mr.

The supervisor will be responsible in due course for producing a written evaluation of the placement.

Article 5

The tutor-teacher of the work-experience is **Mrs./Mr.**

Article 6

The Company undertakes to inform the School of any absence on the part of the student, or of any other problem which may arise in the course of the placement.

Article 7

Reciprocally, the tutor will inform the Company of any relevant problem of which the latter might otherwise be unaware.

Article 8

For the purposes of this agreement, the student, during his/her placement remains a member of the School at which he/she is enrolled. No contract of employment exists between him/her and the Company.

This state of affairs has the following consequences:

- being a full-time student, he/she is entitled to receive no remuneration for his/her services;
- for the duration of the placement, he/she continues to be covered by the terms of the School's own insurance policy.

Article 9

The Company will cover any expenses incurred in the workplace by the student at its own official instigation.

Article 10

The Company is required to notify the School and/or the relevant health authorities of any medical problem which comes to its attention during the period of the students' presence.

Article 11

The student will comply with the Company's current working regulations, and with any additional measures which the Company may see fit to introduce for health and safety reasons.

He/she further agrees to respect the rule of confidentiality, as required of all employees.

Article 12

Either the Company or the School shall have the right to rescind the present Agreement, subject to prior discussion. In that event, all parties concerned are to have been notified and consulted in advance.

Article 13

Except where incompatible with the provisions of the present Agreement, any special agreements already existing between schools and outside organizations of whatever nature remain valid. Where applicable, they are appended here.

Article 14 – Data Protection

The European Schools are sui generis intergovernmental organisation. Their purpose is to provide children with quality teaching and learning, in the public interest.

To organize teaching and learning and in order to meet the pupils' specific needs, the School needs to process personal data. In the context of a work experience, personal data of the



students, their parents/legal representatives and staff member(s) of the host company will be managed.

Personal data collected by the School will be processed within the School.

This document will be kept for as long as the pupils are enrolled in our School in the Education files of the students.

When pupils have completed their education in our School, we will keep individual files for ten (10) years.

For more information about our data management policy and your rights in this regard, please see our [Privacy Statement of the European School Luxembourg II](#)

For any further information about data protection, you may submit your request to our Data Protection Officer Correspondent through the email address: MAM-DPO-CORRESPONDENT@eursc.eu



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For the Company,
Read and agreed.

Company stamp

For the School,
Mr. Maurice VAN DAAL
Read and agreed.

School stamp

Student's signature,
Read and agreed.

Signature of the adult responsible
(if student is a minor)
Read and agreed